Form FHWA 121 (Rev. 5-73)

UNITED STATES GOVERNMENT

Memorandum

DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
222 S. W. Morrison Street
Portland, Oregon 97204

DATE: July 12, 1978

In reply refer to: HRP-010.1

SUBJECT: POLICY INFORMATION: Guidelines for Planning Work Programs (FHPM 4-1-2-1)

FROM : Director
Office of Planning and Research

TO : DIVISION ADMINISTRATORS

HRP-AK Mr. G. A. Hanna, Juneau, Alaska
HRP-ID Mr. E. M. Wood, Boise, Idaho
HRP-OR Mr. G. L. Green, Salem, Oregon
HRP-WA Mr. P. C. Gregson, Olympia, Washington

In reviewing UWP revisions during the past few months, the IPG was questioned several times regarding processing major/minor revisions. Region X IPG's GUIDELINES FOR PLANNING WORK PROGRAMS: Prospectus and Unified Work Programs does not include a definition of a minor revision in paragraph 4.c. (page 10). This oversight was corrected through the attached revision to that paragraph.

Sufficient copies are attached to cover the guidelines originally sent on February 23, 1976 for the State and metropolitan planning organizations. UMTA and FAA are again sending copies to the transit and airport operators. In forwarding the revisions, you could include the attached cover letter from the IPG Chairman.

For your additional information, a comprehensive revision of Region X's guidelines will be deferred until the Office of the Secretary of Transportation reissues or modifies the DOT Orders on the IPG and UWP.

T. Dec

Attachments

DEPARTMENT OF TRANSPORTATION
URBAN MASS TRANSPORTATION ADMINISTRATION

915 SECOND AVENUE
SUITE 3142
SEATTLE, WA 98174

Region X

July 21, 1978

NOTICE

Enclosed are copies of revised paragraph 4.c., "UWP Revisions", on page 10 of the GUIDELINES FOR PLANNING WORK PROGRAMS: Prospectus and Unified Work Program which was distributed by letter dated February 18, 1976.

The change is necessary to define a minor revision of the UWP. Changes to the original paragraph are underlined for ease of reference.

Copies are being distributed through the DOT modal administrations to metropolitan planning organizations, State officials, transit operators, and airport operators.

Sincerely,

Terry L. Ebersole

for Richard E. Boeglin
Chairman
Region X IPG

Enclosure

4. ACCEPTANCE AND APPROVALS

Unified Work Programs

c. UWP Revisions

The UWP may be revised any time during the program period. Major revisions will follow the procedures outlined in paragraphs 3, 4a and 4b. Minor revisions may be accomplished simply by the modal administration involved. A minor revision is:

(1) The addition of (or a change in) a work element/task which will be (or was) funded by only one administration/agency (EPA, FAA, FRA, FHWA, UMTA, HUD, etc.); and the funding involved does not exceed 10 percent of the total funds originally approved for the entire UWP.

(Revised July 25, 1978)

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